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ABSTRACT

The semi-annual report of the Tennessee Research Coordinating Unit for Vocational Education summarizes the unit's activities for January 1, 1975 to June 30, 1975. The report includes: (1) technical assistance provided to school administrators, teacher educators, and instructional staff members; (2) staff conference attendance and speaking engagements; (3) progress and development of internal projects (management information system, occupational information system development, information retrieval and dissemination system, and regional management information system); (4) new, ongoing, and completed projects; (5) miscellaneous activities; (6) publications; and (7) future activities. (EA)

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TENNESSEE RCU

semiannual report

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SEMIANNUAL REPORT

Tennessee Research Coordinating Unit
For Vocational Education

January 1, 1975 - June 30, 1975

University of Tennessee College of Education

and

Tennessee State Board for Vocational Education
Sam H. Ingram, Executive Officer
Nashville, Tennessee 37219

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INTRODUCTION

The Tennessee Research Coordinating Unit for Vocational Education is operated as an integral part of the Department of Vocational-Technical Education at the University of Tennessee, Knoxville. The RCU is funded on a contract basis each fiscal year after a program of activities is developed jointly with the State Division of Vocational-Technical Education and The Department of Vocational-Technical Education at the University. Funding is shared approximately 75 percent with State and Federal funds and 25 percent with University funds. Some specific projects are funded by other agencies such as the State Advisory Council on Vocational Education and the Tennessee Valley Authority.

The semiannual report is designed to provide a summary of activities for the United States Office of Education, Regional Coordinators, Selected University Personnel, RCU Directors, Vocational Teacher Educators in the State of Tennessee, State Advisory Council for Vocational-Technical Education and other interested persons. Since the report is in summary form, you may obtain further information from:

Dr. Garry R. Bice, Director
Tennessee Research Coordinating Unit
909 Mountcastle Street
Knoxville, Tennessee 37916

TENNESSEE RESEARCH COORDINATING UNIT

Semiannual Report

January 1 - June 30, 1975

I. TECHNICAL ASSISTANCE WAS PROVIDED TO THE FOLLOWING:

A. School Administrators in the following counties:

Clay County:

Celina High School

Crockett County:

Alamo City Schools

Dyer County:

Newbern Area School

Gibson County:

Park Avenue Junior High School
(Guidance Counselor)

Giles County:

Elkton High School (Guidance Counselor)

Haywood County

Humphreys County:

Waverly Central High School (Guidance Counselor)

Lawrence County:

Summertown High School (Guidance Counselor)

Macon County:

Red Boiling Springs High School

Montgomery County:

Clarksville High School (Guidance Counselor)

Obion County

Rutherford County:

Holloway School (Guidance Counselor)
Riverdale High School (Guidance Counselor)
Eagleville High School (Guidance Counselor)

Sumner County:

Gallatin High School
Gallatin Junior High School

Thomas County (Georgia):

Metro Schools

Weakley County:

Westview High School (Guidance Counselor)

B. Teacher Educators and Instructional Staff Members:

Cannon County:

Central High School

Clarksville County:

Barksdale Elementary School
New Providence Junior High School
Montgomery Central High School
Fort Campbell Elementary School

Coffee County:

West Junior High School
East Junior High School
Westwood Junior High School
Jack T. Farrar Elementary School

Cumberland County:

Cumberland County High School
Cumberland Elementary School

Davidson County:

Hillwood High School

Lawrence County:

Lawrence County High School

Lincoln County:

Fayetteville Junior High School
Eighth District School

Robertson County:

Green Brier High School
East Robertson High School

Rutherford County:

Central Middle School

Sumner County:

White House High School
Portland Junior High School
Gallatin Junior High School
Knox-Doss Junior High School

Warren County:

Warren County Junior High School

Williamson County:

Hillsboro High School

AREA SCHOOLS:

Cumberland County:

Crossville Area School

Dickson County:

Dickson AVTS

Lincoln County:

Lincoln County Vocational Machine Shop

UNIVERSITIES:

Memphis State University, Memphis
Middle Tennessee State University
University of Tennessee, Nashville

C. Other Technical Assistance

1. Department of Public Health, Nashville, Tennessee

2. Fayette County Economic Development Commission

3. Animal Hospital Technology, Columbia State Community College, Columbia, Tennessee

4. Multi-System Career Education Program, Tullahoma, Tennessee

5. State Department - Distributive Education Division, Nashville, Tennessee

6. Project Design for a Cost Analysis of the Knox County Extended School Year Program, Knoxville, Tennessee

II. SELECTED CONFERENCE ATTENDANCE AND SPEAKING ENGAGEMENTS

A. Staff members attended the following conferences:

1. Testimony on Vocational Education Before House Sub-Committee on Elementary, Secondary and Vocational Education - Washington, D. C.

2. National Academy of Science Personnel Regarding Vocational Educational Research Study - Washington, D. C.

3. USOE Conference on Establishing National Research Priorities in Vocational-Technical Education - Washington, D. C.

4. Review Panel for Field Initiated Studies for the Bureau on the Education of the Handicapped, USOE - Washington, D. C.

5. American Education Research Association - Washington, D. C.

6. Career Education National Forum - Columbus, Ohio

7. National Association of Vocational-Technical Education Communicators - Louisville, Kentucky

8. Southwide Research Coordinating Council Spring Meeting - Atlanta, Georgia

9. Annual Meeting National Consortium for Career Information Services - El Paso, Texas

10. United States Office of Education Conference - Washington, D. C.

11. Center for Vocational Education and AVERA Executive Committee Meeting - Columbus, Ohio

12. Regional Workshop for ERIC Users - Nashville, Tennessee

13. Dissemination Conference - Raleigh, North Carolina

14. State Advisory Council and Public Hearing - Memphis, Tennessee

15. Economic and Community Development & Personnel - Nashville, Tennessee

16. Middle Tennessee Industrial Arts Conference - Chapel Hill, Tennessee

17. Mini-Grant Workshop, Jackson and Murfreesboro, Tennessee

18. Arts Project (Title III) - Covington, Tennessee

19. West Tennessee Principals' Study Council Meeting - Jackson, Tennessee

20. Vocational Education Conference - Knoxville, Tennessee

21. Career Education Planning Meeting - Somerville, Tennessee

22. Tennessee Education Association - Nashville, Tennessee

8. Staff members gave the following speeches and presentations:

   1. "Model For Evaluating a Career Information Program" - El Paso, Texas

   2. "Criteria For Selecting Job Titles for an Information Program" - El Paso, Texas

   3. "How the RCU can Assist Industrial Arts Instructors" - Chapel Hill, Tennessee

   4. "RCU Services for Home Economics Educators" - Nashville, Tennessee

   5. "INFOE and ERIC: Resources for Career Education" - Clarksville, Tennessee

   6. "RCU Services for Curriculum Planning" - Winchester, Tennessee

   7. "INFOE and ERIC Resources for Occupational Guidance" - Murfreesboro, Tennessee

   8. "Utilizing Secondary INFOE" - Crossville, Tennessee

III. PROGRESS AND DEVELOPMENT OF INTERNAL PROJECTS

A. Management Information System

M.I.S. enrollment files were expanded this year to include Industrial Arts classes as well as vocational programs. This necessitated minor changes in the student and teacher questionnaires as well as in all the computer programs and reports. This boosted enrollment files to a level of more than 150,000 students and approximately 3,000 personnel. After the questionnaires were completed and returned in the fall, class rosters were sent back to the teachers to be updated. After the updated programs were verified with the vocational contracts in Nashville, the file was prepared for final reports. Anticipated revisions in USOE reporting requirements prompted the addition of some new computerized reports and modifications in existing reports. Enrollment reports were prepared

for each school system, for the Appalachian area and for the entire State. These enrollment reports will be provided to State and local personnel as well as to the USOE.

The response rate of the teacher based student follow-up conducted in the fall increased to better than 90%. In addition, a student based follow-up component was implemented in order to collect more detailed information.

M.I.S. data were utilized by State and local personnel more this year than ever before. Dissemination of information upon request has become a major activity for the first time and can be attributed to the variety of information now available.

B. Occupational Information System Development

During the period of January 1, 1975, to June 30, 1975, several activities were completed for the Tennessee INFOE program. Activities completed for each of the four INFOE components were as follows:

1. Secondary INFOE (Information Needed For Occupational Entry)

   a. Wage data and educational opportunity data on 475 job titles were updated

   b. Twenty-five new job titles were added to the basic career deck of 475 titles

   c. Thirty-two complete Secondary INFOE kits were disseminated on a cost of material basis

   d. Twenty complete Secondary INFOE kits were disseminated to the Human Development Unit of the Tennessee Valley Authority for trial use in their counseling program

   e. Inservice training was provided to 42 counselors (new users) on the use of the Secondary INFOE materials

f. Update orders for school year 1975-76 have been received from 152 subscribers of the Secondary INFOE materials

2. Junior High INFOE (Information Needed For Occupational Exploration - In Depth)

   a. Eight clusters of the proposed 15 clusters of the Junior High INFOE materials were field tested in 31 junior high schools selected from throughout the state

   b. Four clusters of the Junior High INFOE materials were field tested in 18 schools in Blount County

   c. A pin-sort exploratory technique was developed and field tested to assess an approach for providing systematic procedures for seventh, eighth, and ninth grade students to explore the Junior High INFOE materials

   d. Rough drafts of the remaining seven clusters (168 job titles) have been completed

   e. Evaluation data collected from counselors and students with respect to the effectiveness of the Junior High INFOE materials is being analyzed.

3. Elementary INFOE (Information Needed For Occupational Exploration)

   a. Five Elementary INFOE kits were implemented on a cost of materials basis

   b. Twenty-five teachers were oriented to the use of the materials

   c. An inservice training package on Elementary INFOE was developed

4. Primary INFOE (Information Needed For Occupational Enlightenment)

   a. One hundred copies of each of the 16 filmstrips comprising the Primary INFOE kit were developed

   b. Three hundred copies of each of the eight records (sound tracks for filmstrips) included in the Primary INFOE kit were developed

   c. Four different Primary INFOE guides were developed - one for each of the following grade levels: kindergarten, first, second and third grades

   d. A set of slides with narration for orienting users to the Primary INFOE was developed

Additional services provided by the overall INFOE program included:

1. All personnel at the three regional offices were oriented to the overall INFOE program.

2. A total of 120 graduate students in colleges and universities throughout Tennessee were oriented to the overall INFOE program.

3. A total of 92 counselors, teachers, and administrators in Tennessee were oriented to the overall INFOE program.

C. Information Retrieval and Dissemination System

1. Information retrieval and dissemination activities of regular newsletters and publications are reported as follows:

   a. Five hundred sixty-nine persons (other than RCU staff) visited the library.

   b. One thousand six hundred seventeen microfiche titles were reproduced and disseminated.

c. Ninety-two new computer searches and forty-one manual searches of the ERIC System were completed and added to the RCU library. Two hundred eighty-one computer searches and two hundred fifty-three hard copy documents were loaned from the library.

d. The RCU Circulator was disseminated to over 6,500 persons in January, March and May.

e. The library is leasing ten new portable microfiche readers. These readers are available for overnight or weekend loan.

D. Regional Management Information System (Separate 4C Funding)

In June 1974, the development of a model for a Regional Information System for Vocational-Technical Education was begun. The following four phases were included in the project:

(1) determining specific program planning needs and interests of administrators and modifying existing files and computer programs

(2) inservice training for users

(3) implementation of the system

(4) evaluation of the system

Three development districts with contiguous boundaries were chosen for the target area--First Tennessee-Virginia, Mountain Scenic, and Lenowisco. Eighteen counties in Tennessee, North Carolina, and Virginia were included.

A 57-item questionnaire was administered to 40 administrators in the target area. Thirty-six responses were returned from 22 superintendents, 9 vocational directors, and 5 program planners. These data were analyzed to determine the types of information used and needed by administrators in the region.

Three initial components were developed using the Tennessee Management Information System as a base. These included the student, personnel, and manpower supply/demand components. A study completed in March 1975, by the Center for Business and Economic Research, the University of Tennessee, served as a data base for manpower supply/demand.

Many agencies were contacted for the purpose of data collection. These included employment security offices; human resource agencies; the Bureau of Vital Statistics in Nashville, Tennessee; the Tennessee State Advisory Council for Vocational-Technical Education; research coordinating units; directors of area vocational-technical schools; the Division of Veterans' Education in the State Department of Tennessee; the Northwest Regional Education Center in North Carolina; the Upper East Tennessee Educational Cooperative in Johnson City, Tennessee; Dilenowisco in Norton, Virginia; state departments of education; the Tennessee Valley Authority; planning and development district offices in the target region, and others.

Computer hardware and software adequate for implementing the system were studied. Equipment and space needed for housing were analyzed along with staffing needs.

Components were being planned for career education, vocational guidance and counseling, distributive education, office occupations, cooperative programs, federal grant resources, program evaluation, safety education, equipment/facilities, and economic trends.

Before completion of Phase I in December 1975, the model will be piloted in a selected location of the target area. Time and cost-sharing guidelines will be developed as well as feedback and evaluation criteria in order to maintain an effective vocational information system that can be utilized by administrators in planning vocational programs.

IV. PROJECTS

A. New Projects

1. Development of a Slide/Sound Presentation to Serve as a Pre-Vocational Guidance Aid Concerning Secondary Vocational Training Programs in Tennessee, Shelby-MSU (Mini-Grant)

2. Comparison of Vocational Cooperative and Non-Vocational Cooperative Graduates of Cumberland County High School from 1972-1974 (Mini-Grant)

3. Developing a Mini-Course in Pre-Vocational Education for Cumberland Elementary School, Crossville, Cumberland County (Mini-Grant)

4. Developing of Career Instructional Material Center and Orientation of the Faculty Toward Career Education in Barksdale School, Clarksville-Montgomery (Mini-Grant)

5. Developing a Course of Study for the Machine Shop Trades, Lincoln (Mini-Grant)

6. Development of a Career Guidance Handbook for Weakley County, Tennessee (Mini-Grant)

7. Career Guidance and Vocational Education Awareness in High School, Weakley County (Mini-Grant)

8. Careers in the Medical Laboratory, Knox County (Mini-Grant)

9. Developing a Family Services Career Program, Shelby County (Mini-Grant)

10. The Relationship Between Academic Achievement and Stated Career Objectives as Perceived by Eighth Grade Students in the Memphis City Schools, Shelby County (Mini-Grant)

B. Ongoing Projects

1. A Follow-up Study of 1972-73 Senior Vocational Education Students Enrolled in Area Vocational Education Schools in Tennessee

2. Development and Production of Audiovisual Aids for Individualized Machine Shop Instruction in the State Area Vocational-Technical School, Crossville, Cumberland County (Mini-Grant)

3. Common Affective Domain Competencies of Students Among Vocational Areas, Knox County (Mini-Grant)

4. Development of Transportable Instructional Materials on Careers for Robertson County Schools (Mini-Grant)

5. Pre-Vocational/Career Guidance - Grades 7-8, Gibson County (Mini-Grant)

6. Development of an Office Model Simulation Guide, Shelby County (Mini-Grant)

C. Completed Projects

1. Benchmark - Requested by the Tennessee State Advisory Council for Vocational Education to Provide a Comparative Study of Measurable Growth and Progress in Vocational Education. This project is to cover a period of five (5) years, using school year 1973-74 as a base reporting period. (Phase I completed)

2. Administrative Guide for Comprehensive Vocational Education: A project requested by the State Division of Vocational Education, Task Force on Comprehensive Vocational Education.

3. Census of Exceptional Children in the State of Tennessee. This Project was requested by the State Department of Education.

4. THEC: The Tennessee Higher Education Commission requested the Research Coordinating Unit to conduct a follow-up of the high school students who graduated in 1974 to determine their educational program status.

5. Introduction to Careers, Hardeman County (Mini-Grant)

6. Development of a Mini-Course Curriculum Guide Correlating American Literature and Career Education, Cannon County (Mini-Grant)

7. Home Economics Teacher Competencies: An Assessment for Curriculum Development, Knox County (Mini-Grant)

8. A Follow-up Study of the VOE Graduates of Haywood High School and a Study of Offices in the Business Community Surrounding Haywood High School, Haywood County (Mini-Grant)

9. A Research Study to Determine if There is a Need in Cocke County, Tennessee, for a Vocational Office Education Program, Knox County (Mini-Grant)

10. Testing a Spaced Pattern of Repetition of Gregg Diamond Jubilee Shorthand Brief Forms and Principles at the Community College Level, Knox County (Mini-Grant)

11. Individualized Instruction: A Project Utilizing Interdisciplinary Learning Packets Correlating Career Education and High School English in the Secondary Schools of Clay County (Mini-Grant)

12. A Survey of Surgical Techniques of Selected Small Animal Hospitals (Tennessee) and Colleges of Veterinary Medicine for the Purpose of Developing Curriculum Materials, Maury County (Mini-Grant)

V. MISCELLANEOUS ACTIVITIES

A. Two RCU staff members submitted and received approval on a federal project to develop a "Computer-Based Occupational Information System for Students in Tennessee."

B. RCU staff members worked with the State Department of Education in submitting a proposal to "Implement a State-wide Information/Dissemination System for All Educators in Tennessee."

VI. PUBLICATIONS

A. Publications completed:

	Number Disseminated:
A Comparison of Procedures for Evaluation of Vocational Education Programs	240
Semiannual Progress Report (7/1/74 - 12/31/75)	222
Teacher's Guide to Junior High INFOE	280
"Let ERIC Help" (Brochure)	231
"INFOE" (Brochure, Elementary and Secondary)	90
"Research Coordinating Unit" (Brochure)	130
Guide to Primary INFOE: First Grade	
Census of Exceptional Children	
Benchmark Study	50
"Primary INFOE" (Brochure)	
Guide to Primary INFOE: Kindergarten	

B. Other Publications Prior to January, 1975:

	Number Disseminated:
Preparing Research and Development Proposals for Vocational-Technical Education	13
Preparing Research and Development Project Reports for Vocational-Technical Education	1

A Report on the Development and Evaluation of an Occupational and Service Placement Office (Mini-Grant Report)	2
A Follow-up Study of Vocational Office Education Graduates of Springfield High School (Mini-Grant Report)	1
Career Education and the School Counselor in Tennessee	1
A Look at Career Education in Tennessee	53
Selected Data on----------County (Data Paks)	6
Final Report Tennessee RCU 1973-74	1
Proceedings of the Spring Meeting of the Southwide Research Coordinating Council	1
Annotated Bibliography on the Metric System	1
Vocational Education in Tennessee Secondary Programs	40
Cumulative Index to "Query" Computer Searches, October 1970 - June 1973	11
Index to ERIC Computer Searches, July 1973 - June 1974	14
Elementary INFOE Report	
Teacher's Guide to Elementary INFOE	
Secondary INFOE - Guide for Counselors and Students	
RCU Brochure "Tennessee Information Dissemination System"	15

Career English: A Curriculum Guide (Mini-Grant Report)	11
Guidelines for Comprehensive Vocational-Technical Education Programs	900
A Comparative Study of Microform and Hardcopy as Methods of Presenting Career Information Materials	251
Where to Find Postsecondary Occupational Training Programs in Tennessee	1,453

VII. FUTURE ACTIVITIES

A. Continuation of the project entitled: Benchmark.

B. Refinement and continuation of a Student-Based Follow-up.

C. Completion of the Regional Management Information System.

D. Begin work on a funded Federal project entitled: "Implementation of a State-wide Computer-Based Occupational Information System with Multi-Facet Delivery Systems."

E. Follow-up survey of user satisfaction with products and services of the Information System.

F. Indexing of hard copy materials by ERIC descriptors.

G. Experimenting with a new "Query" software program.

H. Analysis of problems facing vocational educators in the State of Tennessee.